



*Embassy of the United States of America*

Guatemala City, Guatemala

March 26, 2008

## **VACANCY ANNOUNCEMENT 08-018**

**OPEN TO:** US Citizen Eligible Family Members (AEFMs) – All Agencies

**POSITION:** Administrative Assistant (Temporary/WAE)  
FP-7\*

**OPENING DATE:** March 26, 2008

**CLOSING DATE:** April 9, 2008

**WORK HOURS:** To be determined

**SALARY:** US Citizen Eligible Family Members (AEFMs)  
Position Grade: FP-7 to be confirmed by Washington

**LENGTH OF  
HIRE:** Temporary position one year from the date of hire  
(Extension may be requested)

**NOTE: ONLY U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (AEFMS, AS DEFINED BELOW) OF US GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY, ARE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER CHIEF OF MISSION AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.**

The U.S. Embassy in Guatemala is seeking a **US Citizen Eligible Family Member** (AEFM) for employment in country for the position of **Administrative Assistant (Temporary/WAE)** at the Management Office.

**BASIC FUNCTION OF THE POSITION:**

Incumbent will report to the Management Office. Will provide services as back-up for the different sections at the Mission on a WAE basis.

**QUALIFICATIONS REQUIRED:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. Completion of secondary school is required.
2. Must have clerical/secretarial/administrative work experience.
3. Level II (limited knowledge) speaking/writing English is required. Level II (limited knowledge) speaking/writing Spanish is required. Candidates will take proficiency tests. English native speakers will take Spanish test (IGA). Spanish native speakers will take English test (TELP).
4. Word processing skills are required. Candidates will take proficiency tests.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed US Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a **SECRET** security clearance.

**TO APPLY:**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612,
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

Human Resources Office  
Attention: Ruth Vallejo  
American Embassy, Guatemala

**DEFINITIONS:**

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all the following criteria:
  - ❖ U.S. Citizen
  - ❖ Spouse or child who is at least age 18
  - ❖ Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority.
  - ❖ Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
  - ❖ Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

**CLOSING DATE FOR THIS POSITION: APRIL 9, 2008**

**The US Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation.**

**Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**